



Erath County IT Department

Computer/Equipment Work Order Request



Date: _____ Time: _____

Office: _____

Priority: Urgent Moderate Not Severe

Deadline for completion if applicable: _____

Computer/Equipment to be worked on: _____

Description of what needs to be done: _____

What was done to troubleshoot the problem: _____

(For IT Department Only Upon Completion)

IT Signature: _____ Date Completed: _____

Submitter Signature: _____

Save the work order to your desktop then email it to:

erathtech@co.erath.tx.us